

What information is needed by Central Office when considering a request for payment of tuition, books and fees?

Prior to requesting approval for this supportive service, the case manager must consider:

- 1 . Results of previous vocational training, job skills training and/or post-secondary education efforts;
- 2 . Length of the proposed training;
- 3 . Number of time-limited months remaining;
- 4 . Assessment of interest, abilities, and current job skills;
- 5 . Marketability of the skills to be developed in the current, area-specific labor market;
- 6 . Likelihood that the training will help the participant become economically independent;
- 7 . Other resources available to help with the expense.

Does the Supervisor recommend that this service be paid with EF funds? Yes ___ No ___

Does the EF case manager recommend that this service be paid with EF funds? Yes ___ No ___

If the EF case manager and supervisor then decide that the request is appropriate, provide the TANF Policy Unit with the following information in addition to information from #1 through #7 above:

Participant Name:	Master Case Number:
Service Requested:	Cost of Service:
Type of Training:	Length of Training:
Provider Name:	
Information from #1 through #7:	